



## **Executive Assistant**

***\$1,500.00 SIGN-ON BONUS! Terms and conditions apply.***

ORIIN STONE, located in New Hope, MN is known for innovation. Servicing the high-end architectural, landscape design, building, and interior design trades, ORIIN is a leading natural stone wholesaler and fabricator with the area's most extensive selection of high-quality imported and domestic stone offerings. Because of our team's ability to meet our client's highest standards, our company continues to grow in an exciting direction.

We have a new role and opportunity for an Executive Assistant to support the company Principal. The main focus of this dynamic role will be supporting the busy company Principal with steady support, priority guidance, organizational relief, delegation, and most importantly, maintaining prompt and professional communication with principal, clients and staff. A keen aptitude for polished professional etiquette, self-management, patience, efficiency, and organization is a must. Work with a talented and supportive team on amazing projects with incredible clients.

### **Responsibilities include:**

Devise and implement new and innovative ways to help organize & prioritize the Principal's projects, requests and tasks

Maintain on-going project management maintenance

Manage client & personal calendar scheduling

Proactively communicate with the Principal regarding client emails, client appointments and client scheduling while anticipating challenges or conflicting priorities as well as navigating the requests with a calm sense of responsibility

Proactively monitor and review calendars for the Principal, alert them to any potential scheduling conflicts and help resolve the conflict in a timely manner

Draft, review and send communication on behalf of the Principal to clients, staff & vendors

Answer and respond to phone calls, communicate messages and information to the Principal and other team members while providing exceptional customer service to clients

Prioritize emails and respond when necessary

Maintain confidential and sensitive information

Attend meetings and take notes, prepare and draft a detailed summary

Maintain and organize an efficient digital filing system

Other additional duties as assigned, including supporting other departments, assisting with personal tasks or Executives as needed

**Requirements:**

A positive, kind, professional demeanor with the ability to represent the Principal and company with excellent communication skills, both verbal and written

Exceptional professionalism, integrity and accountability to manage confidential information

Proven administrative assistant experience in a fluid work environment

Proven experience in a role requiring direct support to a Principal or Owner

Strong learning mindset and adaptability

Extremely Tech Savvy

Excellent communication and presentation skills

Extremely reliable and timely follow-through

Ability to multi-task, prioritize and time management skills

Must be able to operate with agility and respond to requests on tight deadlines

ORIJIN STONE offers highly competitive compensation, vacation time, comprehensive medical, dental, vision and life insurance benefits as well as a 401K with matching. This position comes with great growth potential. Our culture values integrity, enthusiasm, initiative, inspiration and strong working relationships. We foster and promote a collaborative work climate that is conducive to employee recognition and growth.